



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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REPLY
REFER TO AQO

AUG 18 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97-79, Distributed Database for Contract Administration
Office (CAO) Single Process Initiative (SPI) Activity Reporting and Collection
Process (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All CAOs.

The SPI System (SPIS) database has been developed to streamline and standardize CAO SPI reporting to District and HQ DCMC SPI staffs. It is specifically designed to allow CAO data input of SPI activity. Additionally, the system will provide real time access to SPI management information at all DCMC organizational levels and will enhance SPI program management.

Effective immediately, District and CAO SPI focal points must download and review the SPIS Database User's Manual from the SPI Policies & Procedures section of the DCMC HomePage. Follow the instructions on page 2 for downloading and installing the SPIS self-extracting client application software. Consult with your local CAO automated data processing equipment (ADPE) representative to ensure proper SPIS installation in accordance with your CAO local area network (LAN) configuration procedures.

The SPIS database has been populated with historical/active SPI data that was previously input and maintained at HQ DCMC. Each CAO must perform an initial review to verify the completeness and accuracy of the data for all contractors and processes under its cognizance before modifying or entering any new data. Upon completion of your review, update the database and notify your District SPI POC and the "spi@hq.dla.mil" email address of any discrepancies between existing data and the actual current status of SPI processes within your CAO. This will enable us to reconcile SPI information reported to the Under Secretary of Defense (Acquisition & Technology).

CAOs will use SPIS in accordance with the SPIS User's Manual to update their own SPI information in lieu of all other reporting requirements such as email, fax, or the Automated Metrics System (AMS). Although CAOs are free to update the database whenever SPI status changes occur, all updates must be accomplished by the close of business every Friday, effectively immediately. .

Any DCMC CAOs that are unable to establish connectivity with SPIS shall submit their SPI reports to their District SPI POCs for entry into SPIS. A Microsoft Excel® CAO SPI Reporting

Template is available upon request. If you experience any difficulties downloading or running the SPIS application, contact your appropriate District or HQ DCMC SPI representative.

We appreciate your cooperation while making this important transition. Questions on this matter should be directed to Maj Steve Latsis at (703) 767-2416, or via the internet at steven_latsis@hq.dla.mil.

A handwritten signature in black ink, appearing to read 'Robert W. Drewes', with a stylized, flowing script.

ROBERT W. DREWES
Major General, USAF
Commander